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## ARAPAHOE LIBRARY DISTRICT

### MEETING OF THE BOARD OF TRUSTEES

May 17, 2022

Eloise May Library  
1471 S Parker Rd  
Denver, CO

**MEMBERS PRESENT:** Steve Oliver, Liz Nichols, Katie Schroeder, Sally Daigle, Natalie Palmer

**MEMBERS ABSENT:** Bill Shaw, Theresa Mehringer

**PUBLIC:** Mark Lambert

**OTHERS ATTENDING:** Beth Dauer, Attorney

**STAFF PRESENT:** Oli Sanidas, Executive Director; Marie Greene, Executive Assistant; Jennifer Mahin, Director of Finance; Kim Collie, Director of the Project Management Office; Linda Speas, Director of Library Operations; Anthony White, Director of Innovation and Technology; Cynthia Kiyotake, Associate Director of Library Operations; Caroline Heinselman, Director of People Services; Ginger Mattson, Manager of Strategic Marketing and Communications; Kathleen Robertson, Library Supervisor, Nicole Wilhelms, Library Manager, Holly Whelan, Library Manager; Regina Renee Ward, Library Manager; George Sproul, Manager of Facilities and Safety; Erin McBride, Supervisor of Safety; Asia Groves, Library Supervisor; Wincy Martin, Library Specialist Lead; Mary Liss, SLS Supervisor

Steve Oliver opened the meeting at 5:42 p.m.

Steve opened the public meeting. Mark Lampert from Four Square Mile asked to speak. He stated that the Four Square Mile community worked with Reed Osborne, who helped plan the building of Eloise May Library. He requested a variance on ALD's meeting room policy. Four Square Mile holds monthly meetings and is in need of space to hold their meetings. He asked for the ability to schedule their meetings more than 60 days in advance (beyond that allowed by the current reservation policy). He would like to reserve the space for the entire year in advance to allow their group to plan. The board thanked Mr. Lampert for his feedback.

Steve closed the public comments and resumed the normal board meeting.

**REVIEW APPEAL OF BANNED PATRON:** Beth Dauer explained that bans are issued when patrons violate the Patron Code of Conduct, and there is a provision that allows patrons to appeal the ban. A patron wrote a letter appealing his ban and the trustees are responsible for reviewing the circumstances of the ban and sending a written response. In this particular situation, the patron was banned for 30 days beginning in April, and the ban has since expired, but the patron is required to meet with the ALD Supervisor of Safety before he can return to the libraries. The patron has not yet met with the Supervisor of Safety, so he is not allowed to visit the libraries. If the board chooses to overturn the ban, the patron would be able to return to the libraries without meeting with the Supervisor of Safety.

Natalie Palmer noted that the appeal letter did not address any of the reasons the patron was banned, so she would recommend that the board uphold the ban. The staff had offered clear and reasonable options to the patron in response to his complaint about other patrons making noise. The board came to a consensus that the ban should be upheld, which means the patron would be required to meet with the Supervisor of Safety before he can return to the libraries.

Beth will work with the director team to draft a written response for the board to sign.

**APPROVAL OF MINUTES No. 806:** Sally Daigle moved to approve the minutes from the April 19, 2022 board meeting. Natalie Palmer seconded and the motion passed.

**CONSENT AGENDA:**

- A. Approval of the hiring of Anush Balayan, Erica Schimmel, Jessica Fredrickson, James Vogler, Kenna Macky
- B. Approval of the separation of Dee Bennett, Marina Valenzuela, Alex Isaac
- C. Approval of an estimated amount of \$425,000 for Amazon, Inc. for food, supplies, travel, training, repairs and maintenance, etc.
- D. Approval of \$1,400,000 for the Sheridan Library remodel. The remodel will include remodel of the interior patron space, the interior staff space, and a remodel of the outdoor space. Please see the Executive Director report for more details.
- E. Approval request of \$181,645 for Kone Elevator Company for the modernization of the elevator at Smoky Hill Library. The elevator has been frequently out of service due to mechanical issues. Our plan is to begin by replacing the wiring harness and cabling at \$16,000. Although we are

confident that this will fix the problem, we want to be prepared to conduct a total overhaul of the elevator if necessary. This is why we are asking for a pre-approval of \$181,645.

Sally Daigle moved to approve the Consent Agenda as presented. Natalie Palmer seconded and the motion passed.

**FINANCIALS:** Jennifer Mahin reviewed the financials with the trustees.

Katie Schroeder moved to accept the Financials as presented. Liz Nichols seconded and the motion passed. Approval of the Financials means:

- Acceptance of the Statement of Revenue and Expense
- Acceptance of the Balance Sheet

**SURPLUS PROPERTY RESOLUTION:** Sally Daigle moved to approve the Surplus Property Resolution as presented. Katie Schroeder seconded and the motion passed.

**BOCC PRESENTATION:** Natalie Palmer reported that the presentation materials had been prepared and were ready for the presentation to the County Commissioners scheduled on Monday. The board members who plan to attend can choose the talking points they would be responsible to present. She reviewed the talking points with the board.

Sally chose the topic of Innovation, Liz Nichols chose the topics of Renewal and Creativity, Katie Schroeder chose Outreach, Steve Oliver chose Service, and Natalie will present on the topic of Community.

**BOARD PRESIDENT REPORT:** Steve Oliver reported that he is fascinated by the ESL program, and he looks forward to attending an ESL graduation in the future. It was noted that there is an ESL graduation tomorrow morning at 9:30 a.m.

**EXECUTIVE DIRECTOR REPORT:** Oli Sanidas welcomed new library manager Regina Renee Ward, who will oversee Eloise May and Sheridan Libraries.

Oli noted that a presentation on the Sheridan Library Remodel project, which the board approved in the consent agenda, was included in his report. Nicole Wilhelms advised that the project plan is to focus on the area circled in pink; the project will not encompass the entire plan that is shown in the presentation.

Oli noted that due to staffing shortages, Eloise May Library's hours will be shortened beginning next week. The hope is that the shortened hours will be temporary. ALD is working on creating incentives for staff to cover open shifts while new employees are hired to solve the staffing issues. Linda Speas thinks the

shortened hours will last through the month of June. After-hours meetings will not be allowed during that time. Katie Schroeder asked what is being done about the meeting room reservations that are scheduled outside of the shortened hours in June. Linda Speas explained that the staff are calling patrons to cancel or reschedule those reservations.

Oli reported that the preliminary work for creating a 2023 strategic plan has begun and the board will be included in the drafting of the plan. He would like to schedule a meeting with the board to work on the report. Katie Schroeder stated she prefers to meet in person. Oli noted that the consultant team that was hired to help guide the process are not all local, so a virtual option may need to be made available. Oli stated that he plans to use his Executive Report in the board meeting packets as an additional way to pose questions to the board and get input.

Katie asked about exceptions to the meeting room reservation policy. Oli noted that because meeting rooms need to be available to all public, making exceptions to the policy is challenging. Beth Dauer noted that reservations are on a first come, first serve basis and making exceptions can infer that ALD is favoring one entity over others. Oli stated that one potential solution could be to review the demand and open more meeting room availability to the public. Another option to consider is to open the reservation system at a more strategic time rather than at midnight so patrons don't have to log on at midnight to be first in line to reserve rooms. Oli also noted that ALD is considering reallocating space in the library to make more room for meeting space.

**LEGAL STATUS REPORT:** Attorney Beth Dauer reported that there are upcoming court dates on the Nicholson case.

She also reported that bill SB-2238 affecting property tax assessment rates, passed last week and will impact the district. She will offer a full explanation to the board soon.

**PRESENTATION: LOCKERS AND CENTRAL SORTER**

Anthony White, Director of Innovation and Technology, reported that the external lockers were installed and deployed at library locations almost a year ago. In addition to the lockers, projects that were included in the Intelligent Material Management System (IMMS) included an ecard online library card, community lockers, and the central sorter.

The ecard allows patrons to sign up for a library card completely online. In the past, full access library cards were only issued in person. Almost 40% of all the library cards issued since July 2021 have been ecards. There have been thousands of rejections for ecards due to applications that do not meet the

required criteria, such as living within the ALD taxing district, or if the address is identified in the system as having an existing library card.

ALD began installing the external lockers in March 2021 at eight library branches in the district. To date, there have been zero security issues with the lockers. The data shows there is great usage of the lockers.

ALD also installed off-site lockers with the intent of expanded library access throughout the community. ALD implemented this concept so early that the lockers that were installed are the vendor's older model version, and ALD is interested in a possible upgrade to the newer version which has larger compartments. Anthony's team has been researching where the external lockers could be placed in the community to achieve expanded access. One idea is to choose strategic places so that no patron within ALD's district would have to travel more than X number of miles to get access to materials. Another idea is to identify where the gaps in Wi-Fi coverage exist in the community and place the community lockers in strategic locations to fill those gaps since the lockers offer free Wi-Fi.

The central sorter was installed and launched this year. The target turnaround time for holds is two days. Currently, the turnaround time is 2.75 days, so adjustments will be made to shorten that time.

Central Storage is another concept within the IMMS project plan. It would provide a place to store materials "chaotically" and would be used for seasonal items, items with a high number of copies, and items with the highest hold placement numbers. The intent is to free up shelf space in libraries and to centralize more of the hold fulfillment and move libraries away from being distribution sites. The plan is to work toward this plan iteratively over a 5-year period. Liz Nichols asked if this storage system would only be used for adult materials, since children and teens need to browse items. Anthony responded that browsing needs and trends will be considered when determining which materials are stored in the central storage facility. Liz also asked if patrons would be able to challenge the location where materials are stored. Anthony responded that patrons would not be able to challenge the storage location, and the challenge process and policy are currently being reviewed and revised.

The Intelligent Material Management System is used to track material inventory. The feedback from staff has been that since the implementation of the central sorter, ALD is not meeting its goals of improving processing time or expanding variety in materials at the branches. The negative feedback has been pretty site specific, as the branches on the eastern plains have given positive feedback about the system.

**STRATEGIC PLAN REPORT:**

Caroline Heinselman, Director of People Services, highlighted the Career and Education Fair that was held in April with over 100 people attending the event. Some ELA students attended and one inquired about open positions at ALD.

Another highlight was the art galleries in the libraries that exhibit pieces from local artists.

There being no further business, Natalie Palmer moved to adjourn and Sally Daigle seconded.

Steve Oliver adjourned the meeting at 7:27 p.m.

**Jun 23, 2022**

Date Approved

*Bill Shaw*

[Bill Shaw \(Jun 23, 2022 13:11 MDT\)](#)

Bill Shaw, Secretary